

Elphin Agricultural Show - Safety Statement

The following is an abridged version of the Elphin Agricultural Show Safety Statement.
The full version of the Statement will be available for inspection on request at any time
on the day of the Show

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Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005 is to ensure the safety, health and welfare of all employees in the workplace. This Act applies to all employers and employees in all types of work and embraces all the activities of Elphin Agricultural Show.

The Act requires employers and organisers of events such as an Agricultural Show to prepare a written Safety Statement describing the employer's arrangements and the employee's co-operation to achieve this purpose.

Declaration of Intent

It is the policy of Elphin Agricultural Show to comply fully with the Safety, Health and Welfare at Work Act 2005 and other relevant Health and Safety Legislation and to ensure, as far as is reasonably practicable, the safety, health and welfare of all employees whilst at work and to provide such information, training and supervision needed for this purpose.

It is also the policy of Elphin Agricultural Show to protect as far as is reasonably practicable, persons not employed by the Show itself who may be affected by our work activities.

All employees including temporary staff have a responsibility to co-operate with the Show committee & staff in order to achieve a safe workplace and to take reasonable care of their own safety and the safety of persons who may be affected by their work activities.

This policy will be kept up to date as the organization changes in nature and in size. To ensure this, the Statement and the method of implementation will be reviewed on an ongoing & regular basis.

A copy of this Statement will be available for inspection by all employees and any such party connected to the Show.

Signed _____
Cyril McDermott
Chairperson

Date _____

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Safety Management Programme

Elphin Agricultural Show have devised a Safety Management Programme with the following elements:

- ◆ Conduction of a survey of the Show Site location to identify hazards, assess risks and control the hazards where necessary.
- ◆ Identify training needs and provide training where necessary and appropriate.
- ◆ Ensure employee consultation and distribution of necessary information on safety, health and welfare matters.
- ◆ Facilitate adequate employee participation & co-operation in order to ensure the success of the programme.
- ◆ Ensure that regular revision and upgrading of the programme is carried out occurs as necessary.
- ◆ Allocate sufficient resources to administer the programme in terms of time, money and manpower.

Organisation and Responsibilities

The Chairperson, as Chief Steward, has overall and final responsibility for Safety, Health and Welfare of all staff and is therefore ultimately responsible for the administration of the safety programme. Those responsibilities are listed as follows:

- ◆ Ensure compliance with Safety Legislation
- ◆ Ensure that there is an effective Safety Management Programme and that this Programme is implemented.
- ◆ Ensure that the Safety Statement is reviewed and updated on a regular basis to include assessments prior to the event and immediately subsequent to the event.
- ◆ Include safety considerations as an integral part of the management programme.
- ◆ Ensure that all staff receives adequate and proper training.
- ◆ Ensure adequate funding and facilities are available to meet the requirements of the Safety Programme.
- ◆ Ensure that safe working practices are observed.
- ◆ Ensure that any accidents are properly reported and investigated.
- ◆ Ensure ongoing consultations with employees and their representative bodies.

Safety Management Programme continued

Employee Co-operation

Each employee must assume responsibility for his or her own safety. Safe systems of work are a condition of employment. The Safety Programme will not succeed unless each employee co-operates fully by observing the above requirements and by following the safe work practice procedures outlined in the Safe Work Practice Sheets. Failure to do so could result in disciplinary action or prosecution under The Safety, Health and Welfare at Work Act 2005.

Each employee is asked to read the Safety Statement and the relevant Work Practice Sheets and if there are any problems to discuss these with the Safety Officer.

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Employee General Duties

Section 9 of the Safety, Health and Welfare at Work Act 2005, places a number of responsibilities on employees whilst at work:

1. To take reasonable care of their own health and safety and that of any other person who may be affected by his/her acts or omissions.
2. To co-operate with their employer to such extent as will enable their employer to comply with statutory provisions.
3. To use any protective clothing or equipment provided for securing the employees safety, health and welfare whilst at work.
4. To report to their employer without delay any defects in plant, equipment, place of work or systems of work which might endanger safety or health.
5. Not to intentionally interfere with the safety measure provided by the employer.
6. To immediately report any incident resulting in loss or injury and any dangerous occurrence that could have resulted in death or injury.
7. To contact the Safety Officer in respect of any safety problems.

Schedule of Responsibilities of Safety Officer

1. One of the main responsibilities of the Safety Officer is to ensure that all persons working at the Show are aware of the procedures put in place to prevent accidents, injury and ill health to staff and visitors to the show and to ensure that Stewards and other persons working with the Committee are aware of the Safety statement and attentive to the details and recommendations of the document.
2. The Health & Safety Officer must also allocate responsibilities to ensure that safety procedures are followed. This is best done by appointing a Senior Steward to head the various sections of the show.
3. To draw up a site layout map and location map of the Show grounds indicating where the entry and exit points are located and highlighting Emergency access and egress route/s specifying that such routes and exits must be kept clear at all times.
4. Ensure that this information is given to the relevant statutory bodies well in advance of the Show i.e. Garda Síochána, Fire Authorities, County Council and Ambulance Service as well as the Secretary of the Irish Shows Association.
5. Three months prior to the Show the Safety Officer and Chairperson should meet with the following bodies: The Garda, Ambulance Service, Fire Authorities and the County Council with a Site Layout and Location Plan for the purpose of briefing those agencies.
6. Implement any recommendations made by the above agencies and the insurance underwriters and brief all Section (Head) Stewards & Stewards so that they are in a position to react appropriately in a given situation. The Senior Section Steward is responsible for the Stewards in their Section and must ensure that they carry out their responsibilities.
7. Ensure all Contractors and exhibitors have a Safety Statement and appropriate insurance cover before they enter the Show grounds.
8. Ensure that safe working practices are observed and that appropriate Personal Protective clothing and equipment is provided and used by those working at the Show.
9. Ensure that all accidents or near misses are properly reported and investigated.
10. Ensure that all staff of the Show receives training before the Show. One month prior to the show the Safety Officer will hold a training session with the Stewards to inform them of their responsibilities and mechanisms for dealing with hazards at the Show.
11. To carry out safety inspections before and during the Show to ensure that any hazards are quickly identified and rectified.

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Pre Show Checklist for Safety Officer

- ♦ **Carry** out inspection of the Show site boundaries ensuring that ditches etc. are well maintained and that fences and walls are in good condition.
- ♦ **Walk** the Show grounds and ensure that any potholes or deep ruts are repaired and any hazards likely to cause injury such as large stones and fallen tree branches are removed.
- ♦ **Ensure** that pedestrian walkways are in good condition and free of potholes and other tripping hazards. All pedestrian crossover points must be maintained by Stewards on Show day.
- ♦ **Draw** up a Site layout map with the roads and pedestrian walkways clearly indicated ensuring there is minimal contact between animals and visitors to the show.
- ♦ **Contact** the Meteorological Office forecast for the expected weather on Show day. If rain is expected ensure gravel or tracks are available at entrances and exits of the site and where persons congregate.
- ♦ **Ensure** that the grass is cut around tents and marquees etc as long grass can cover up tents ropes and holding pins and create a tripping hazard.
- ♦ **Ensure** that there is adequate space between tents and marquees. Guidelines for this are contained in this Safety Statement. Also seek guidance from the Emergency Services.
- ♦ **Ensure** that there is effective communication between Stewards, organizers and other essential personnel. Carry out tests at the Show site to ensure that mobile phone coverage is good in the area otherwise walkie-talkies may have to be used and this will require further training for the personnel concerned.
- ♦ **All** show grounds must have adequate security before and during the show. It is the Safety Officers responsibility to organise this.
- ♦ **Ensure** that there is adequate Stewarding on the day. On average there should be approximately one Steward per one hundred and fifty persons at the Show. This figure will obviously depend on the size of the Show and the particular hazards at the Show. Guidance should be sought from the Garda as to the ideal number of Stewards for a particular Show.

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Checklist for Safety Officer on Show Day

- ◆ Ensure that Stewards and other employees are wearing any protective clothing required by them.
- ◆ Ensure throughout the day that entrances and exits remain unblocked especially designated Emergency Entrances & Exits.
- ◆ Ensure that walkways are free of obstructions and tripping hazards throughout the day.
- ◆ Ensure that animal holding pens are secure and entrances are manned by Stewards at all times.
- ◆ Ensure that signs warning exhibitors to unload cattle in holding pens are in place.
- ◆ Ensure as far as is reasonable practicable that there is minimal contact between visitors and animals. Visitors should only walk on walk-ways and in roped off areas designated for the public.
- ◆ Ensure areas where animals are unloaded are sited well away from the public and are adequately fenced off with warning sign advising the public to keep away.
- ◆ Ensure areas where animals are unloaded are sited well away from the public and are adequately fenced off with warning sign advising the public to keep away.
- ◆ Stewards must be stationed at the entrance to animals loading and unloading areas to keep out members of the public.
- ◆ Ensure that a camera, preferably a simple disposable type, is available to for him/herself and all Head Stewards A notebook should also be in his possession, as a sketch should also be taken of an accident area.
- ◆ Ensure that all Head Stewards and have a copy of the Safety Statement with a full list of all relevant emergency numbers.
- ◆ Ensure that warning signs are in place to keep the public away e.g. No persons beyond this point. Stewards must be stationed at the entry points to the horse section especially where horseboxes are located and ensure that the public are kept well away.
- ◆ Ensure that guy-ropes and stakes etc. are properly secured and made safe to protect the public against injury.
- ◆ Ensure that toilets are regularly' inspected for cleanliness and a record kept.
- ◆ Ensure that rubbish bins are provided throughout the site.

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Responsibilities of Stewards

1. To observe the safety policies of the Elphin Agricultural Show and to ensure those persons under their control do the same.
2. To be familiar with the layout of the site.
3. To be able to help the public by providing information about the facilities.
4. To manage and direct the attending public efficiently in order to ensure that overcrowding does not occur anywhere on the site.
5. To keep gangways and exits clear at all times.
6. To control unruly or unsocial behaviour.
7. To immediately investigate disturbances and incidents and report these to the Safety Officer.
8. To make sure that combustible litter does not accumulate.
9. To communicate effectively with supervisors.
10. To control vehicle parking and marshal points.
11. To wear appropriate personal protective clothing and equipment as provided e.g. steel toe capped shoes/boots, gloves, reflective hi-visual vests or jackets ensuring clear visibility.
12. On the morning of the Show the Senior Steward of each section will discuss the Stewards responsibilities on the day and go through with them the main duties and roles of a Steward, the Site Layout and Emergency procedures and deal with any issues they may have prior to the Show starting.

Crowd Safety Management

This is very important as it helps ensure that crowd safety management plans are relevant and appropriate for the Show. Training for Crowd management should:

- ◆ Involve show staff and encourage debate regarding concerns
 - ◆ Identify and cater for any changes to the venue
 - ◆ Identify the causes of problems or accidents
 - ◆ Identify improvements
 - ◆ Gather feedback from those involved in the Show
- Guidance to Show Committees and Stewards will also explain the safest mechanism to layout the overall Show Site to reduce the risk of accidents.
- ◆ Firstly Stewards should be easily recognizable in a uniform style of clothing with a badge indicating their role and authority on site.
 - ◆ As a general rule of thumb the Show Committee will have a ratio of one steward per 150 people on site.
 - ◆ Key Stewards should be in contact via mobile phone with the Show Organisers to enable them to react to emergencies in their area.
 - ◆ All stewards will be provided with the mobile phone numbers of Committee Members, Emergency Services and the Senior Stewards of the Show.
 - ◆ The public will react to communications in a different way so a combination of verbal communication over a public address system together with advisory signs and notices will work best. These need to be identified well before the event so that they can be purchased or manufactured.
 - ◆ Stewards who are on duty at exit doorways and traffic duty will require a rota system for breaks and refreshments.
 - ◆ A centralized administration focal point will be an advantage for the co-ordination of information, announcements, lost children etc.

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Monitoring Crowds

In order to detect crowding problems at an early stage, crowds need to be monitored. Consideration needs to be given to the overall number of people, the distribution of people and identifying potential crowd control problems.

Problem areas which need to be closely monitored are:

- ◆ Entrances and exits
- ◆ Standing areas with a potential for crowd surges or pushing
- ◆ Popular stalls, attractions, exhibits and refreshment areas
- ◆ Bottlenecks
- ◆ Areas where people queue
- ◆ Enclosed or confined spaces
- ◆ Potential impact of extreme weather

Security Staff

1. To take reasonable care of their own safety and that of any other person who may be affected by their acts or omissions.
2. Be familiar with the Emergency Procedures
3. To ensure that Exits remain free at all times.
4. To ensure that persons do not smoke in non-smoking areas.
5. Prevent children from playing in dangerous areas.

Contractors

- ◆ A Contractor is an individual or an employee who carries out specialized work or whose employees carry out specialized work.
- ◆ Each contractor has a duty to ensure that they operate in a safe manner and take measures to prevent harm occurring to themselves or persons affected by their work activities.
- ◆ Every Contractor must present their Safety Statement and evidence of Employers and Public Liability insurance to the Chairperson before any work commences.
- ◆ Contractors are to consult as required with the staff of Elphin Agricultural Show and to inform them on matters related to safety.
- ◆ Contractors must place warning signs, barriers, marker tape etc., around openings, trenches etc. and ensure that risks are minimized before leaving the work area.
- ◆ Contractors must provide their own plant and equipment and must not use any equipment which does not belong to them.
- ◆ Ensure that correct personal protective clothing and equipment is used.
- ◆ Advise their staff of the hazards in the Show ground. These must be obtained from the Show organizers.
- ◆ Contractors must be competent to carry out the work they are hired for.
- ◆ Contractors must clean up their work areas after themselves and not leave items around which could cause injury.

Marquees and Tents

The layout for the marquees and tents must be considered to ensure sufficient public circulation space and evacuation space in the event of an emergency occurring. The recommended separation space is at least 30 metres between marquees as a safety zone.

Large marquees should include a main entrance and exit opening at either end of the tent.

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All emergency exits will require stewards, and illuminated exit signs as well as framed door frames in case of fire.

Prior to erection the ground must be surveyed and a cable locating tool use to ensure that there are no underground electric cables present which might be severed by marquee pegs. Consultation with local authorities, ESB and Eircom is essential before the commencement of the Show to ensure the whereabouts of dangerous cables.

Spillages in tents etc.

Should any spillage occur, a warning sign shall be immediately placed at the location to inform public and staff of the hazard. The spillage will then be cleaned in accordance with the floor care routine programme.

Routine Cleaning

This will not be undertaken at busy times of the day so as to minimise the risk to public and staff.

1. Erect "Wet/Slippery Surface" warning sign.
2. Use rubber gloves.
3. Clean floor with mop and bucket and correctly diluted floor detergent.
4. Floor signage must not be removed until the floor is thoroughly dry.
5. To assist drying good ventilation must be maintained.
6. All materials and implements must be properly stored away.
7. It is essential that children be kept well away from spillages and during routine cleaning.

Manual Handling

1. Use a mechanical lifting aid whenever possible.
2. Assess the area and the load before lifting.
3. Bend your knees.
4. Keep your back straight.
5. Grip the object firmly.
6. Hold the object close to your body.
7. Wear suitable footwear to prevent slipping while lifting.
8. Under the Manual Handling Regulation 1993, employees that are involved in lifting must be trained in manual handling.

Reporting of Accidents, Diseases and Dangerous Occurrences

All work accidents, injuries and dangerous occurrences must be immediately reported to the Safety Representative or Employer.

The Employer is required by law to report to the Health and Safety Authority any work accident which results in an absence from work of more than three days. This is reported to the Authority by completing and returning Form IR 1, The Manager is responsible for returning this form to the Authority.

A copy of Form IR 1 is attached to the Safety Statement or can be obtained from the Health and Safety Authority (HAS), 10 Hogan Place, Dublin 2.

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Accident Reporting Procedure

All accidents or near misses must be recorded in the accident book, which is retained in the Show Office. If the accident is serious a copy of the completed Form IR 1 should also be included with the report.

A lined page is available at the back of the Safety Statement for convenience. It is essential that all accidents or near misses be recorded, as this is an important step in any programme intended to reduce the incidence of injuries. This information will also be required by the Committee as a basis for their investigation into an accident and as reference guide in taking remedial steps to avoid similar occurrences in the future.

A camera should be used to record the "accident scene" and a sketch should also be taken of the accident area. Any relevant observations should be noted in the accident book i.e. names and phone numbers of persons involved, statements and names of witnesses, time of accident.

The Chief Steward will have the Camera and accident notebook.

The Chief Steward is John Gormley and his mobile phone number is 086 4026827.

In the event of an accident or person falling ill the nearest steward should call the Chief Steward who will then direct the First Aid crew/ambulance to the scene.

Trade Stands

Most experienced traders arrive on site with at least a caravan and awning which they utilise as a temporary shop throughout the entire event. Many also have trade vehicles, which they also require to be adjacent to their pitch.

In order to maintain minimum safety distances between units in case of fire it is recommended that trade pitches be marked off into 15m square pitches and that trades are specifically pitched so that the caravan and vehicle occupy opposite sides of the pitch for maximum clearance at all times. Barrier tape between pitches will stop the public from deviating from the pedestrian flow arrangement, which is desirable along the trade pitches.

Circulation space and access will require walkways of at least 6 meters in width between rows of traders. It is advisable that where traders are pitched back to back that a 2 metre safety zone is maintained.

Traders can generate considerable volumes of waste material and packaging therefore it is essential that the Show Committee make it a condition of contract that the trader removes or stores their waste safely.

The Show Committee will provide a number of jumbo bins on site for this purpose. Some traders may have hazardous materials such as gas. The Committee should attempt to ensure that these traders are located at the end of a pitch or in a location where their vehicle can be towed off-the pitch safely or at least where the Fire Brigade have direct access. These traders must provide their own secure ventilated store cages for gas bottles and or course appropriate fire extinguishers.

Trade Stands using mobile generators should be monitored closely so the location of a generator does not present a hazard.

Noise and litter pollution can have a detrimental nuisance effect on farm animals and bearing this in mind all efforts should be made to preclude the availability of balloons, cap guns and other such items that have the capacity to frighten or spook animals.

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IDENTIFIABLE HAZARDS

**HAZARD
RISK**

Dangers posed by the use of all terrain vehicles.
High

Although ATV's are very efficient in terms of facilitating the movement of goods & staff around Show grounds nevertheless given the high volumes of people present ATV's present a heightened likelihood of serious injury or worse.

CONTROL MEASURE

Do not use.

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HAZARD

Animals escaping from the ring or holding area.

RISK

High

CONTROL MEASURE

Stewards at the entrance to the Show Ground must direct the exhibitors to the holding pens and instruct the exhibitor not to unload his animal until a holding pen is available. Signs to this effect must be placed around animal unloading areas. All animals should be permitted to relax in the holding pen until ready to make it's way to the exhibition area.
All cattle must wear a proper harness.
Cattle must be handled by a competent person only and moved efficiently to the exhibition area by such a person.
Animal washing area must be established well away from the general public as water will cause slippery conditions.
Tether stakes must be driven into the ground sufficiently to prevent animals from dislodging them and escaping around the Show site.

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HAZARD

Animals "en route" to exhibition area from holding pens interacting or coming into direct contact with members of the general public.

RISK

High

CONTROL MEASURE

A safe corridor will be established along this route using crowd control barriers – refer to Site Map located on **printed version** of this document. This will eliminate contact between animals and the general public.

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HAZARD Animal/s not securely-tied or not handled securely.

RISK High - if the animal breaks free.

CONTROL MEASURE The Head Steward of each section is responsible for ensuring that animals are correctly secured and handled and must take corrective action if this is not the case.

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HAZARD Animals tethered too close resulting in rising or fighting.

RISK Low

CONTROL MEASURE Always ensure that animals are kept a reasonable distance from one another to prevent aggression.

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HAZARD Loud noises and floating objects such as litter or balloons cause distress and alarm to animals.

RISK High

CONTROL MEASURE The Chief Steward, the Safety Officer and Trade Stands co-ordinator will ensure that operators do not introduce onto the Show grounds or it's general vicinity items that are likely to present a hazard to animals.

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HAZARD *Faulty electrical installations.*

RISK High.

CONTROL MEASURE Where electrical installations are required these must be installed by a competent electrician. A suitably qualified electrician must be on stand-by prior to and through out the event.

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HAZARD *Use of lawnmowers and strimmers in display areas before show day and mobile generators on day of Show.*

RISK Low to medium.

CONTROL MEASURE The area should first be checked to ensure that potential missiles, which could be expelled by such machines, are removed before cutting commences. Persons should be kept a safe distance away whilst the machinery is in operation. Operators must wear Personal Protective Equipment: steel toe capped boots, gloves, visors and ear protection whilst carrying out this work. Adequate screens should be placed around generators to prevent access by minors.

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SKETCH of INCIDENT SCENE